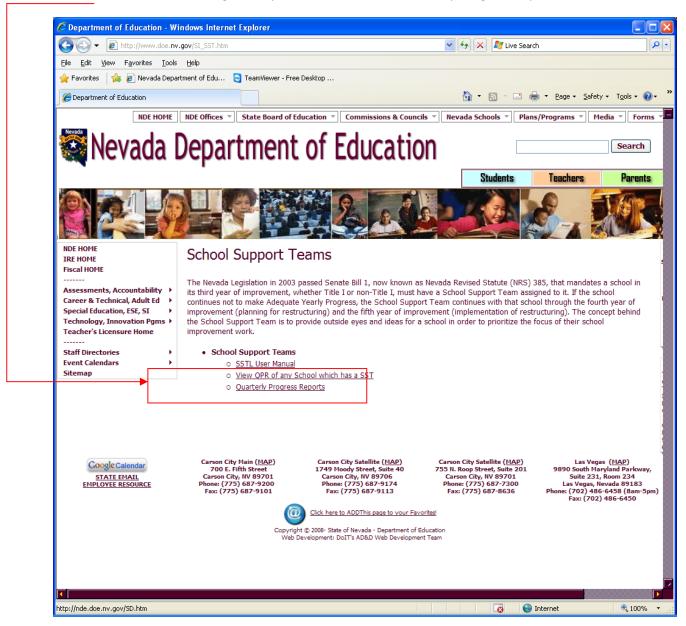
## **SAGE School Improvement Site**

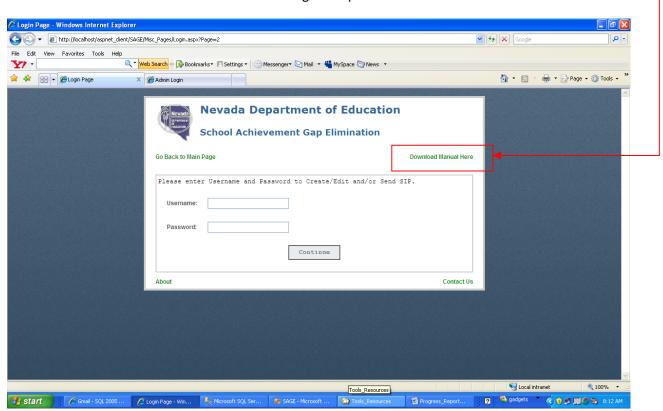
http://www.doe.nv.gov/SI SST.htm

To Create/Edit and Send Progress Report, Please click on "Quarterly Progress Reports"



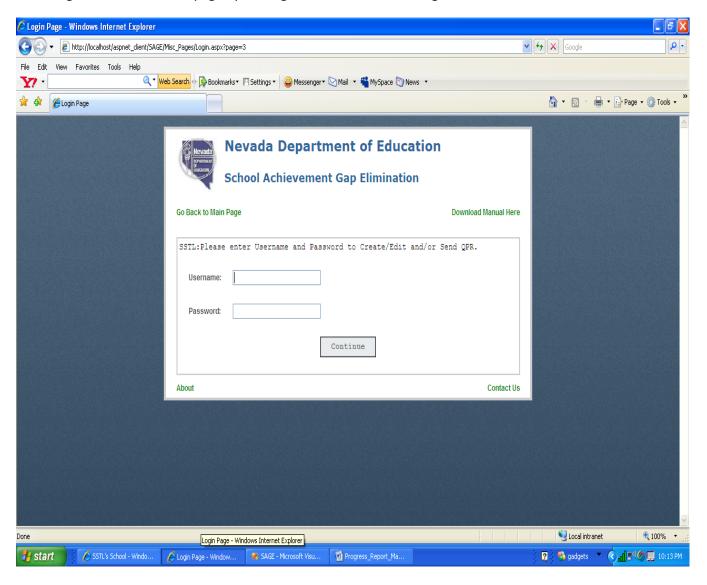
## http://sage.doe.nv.gov/Misc\_Pages/Login.aspx

Download the Manual to see instructions for filling the report.



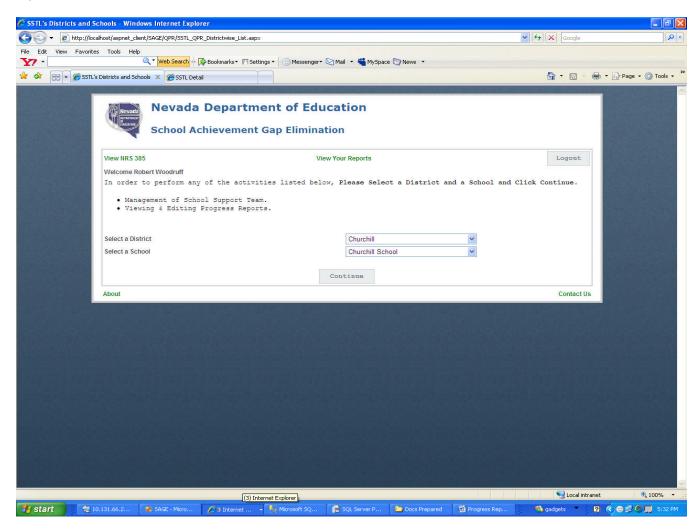
Enter the Username and Password and click on Continue.

You can go back to the above page by clicking on "Go Back to Main Page."

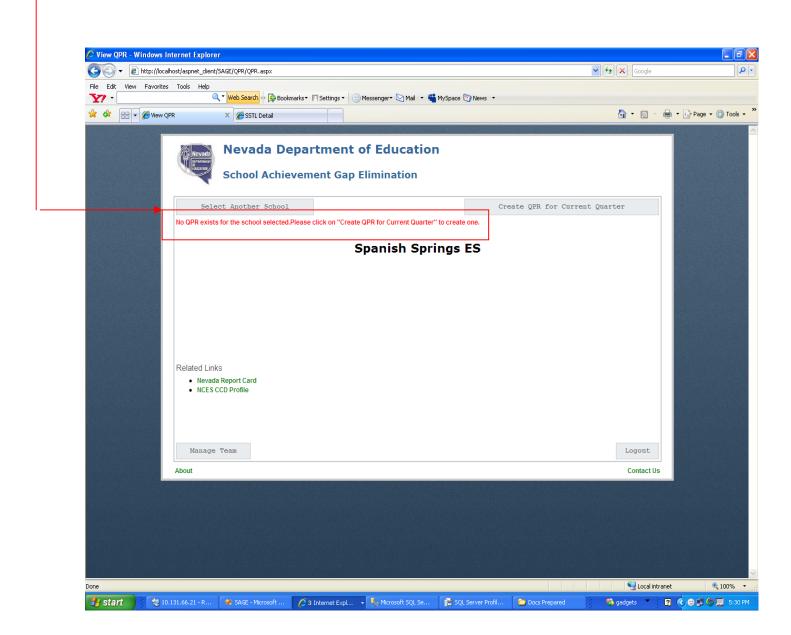


You will be redirected to the following page.

The following page displays the District and Schools for which you are a Leader(SSTL). To create/fill a report, first select a District, then a School and Click Continue.



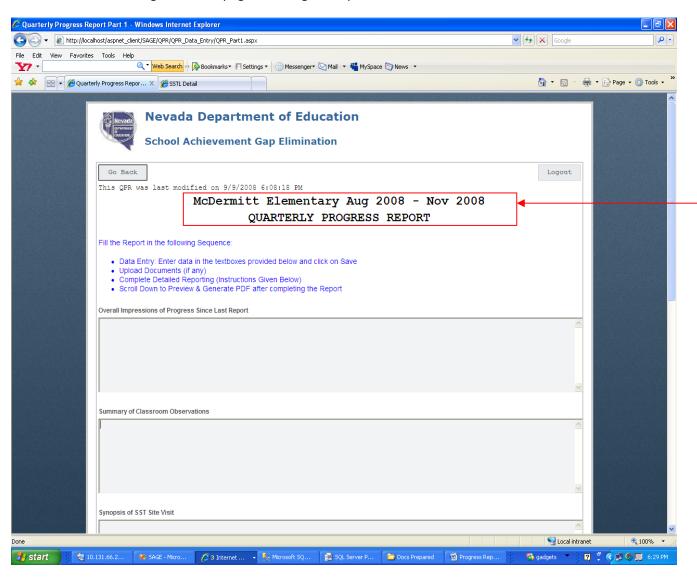
If you have logged in, in the correct quarter (1<sup>st</sup> Nov onwards) and If you have not created a report for the current quarter, you will be asked to Create a Report by clicking on "Create QPR for Current Quarter".



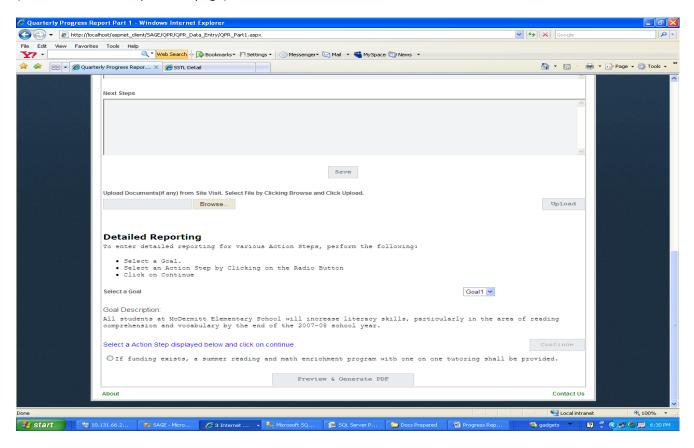
On Clicking Create QPR, following page appears. Please Verify the School And Quarter for which you will be filling the Report. In case of errors, Contact SAGE Consultant.

If a report exists for the previous quarter, the report newly created will be populated with previous quarter's data.

Instructions have been given in the page for filling the report.

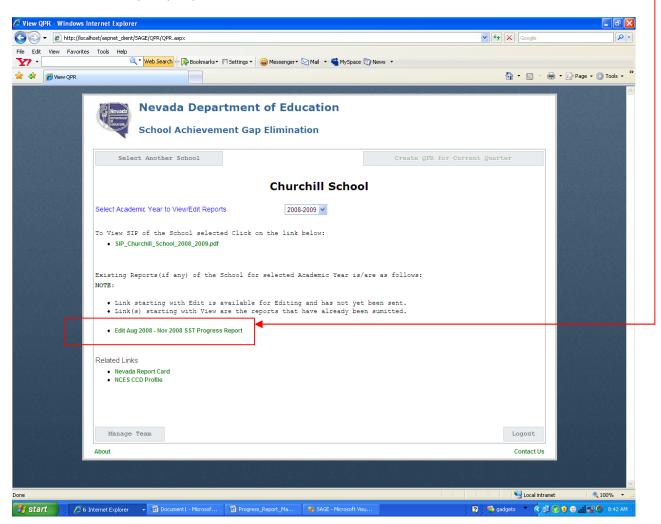


## (Continuation of the previous page)

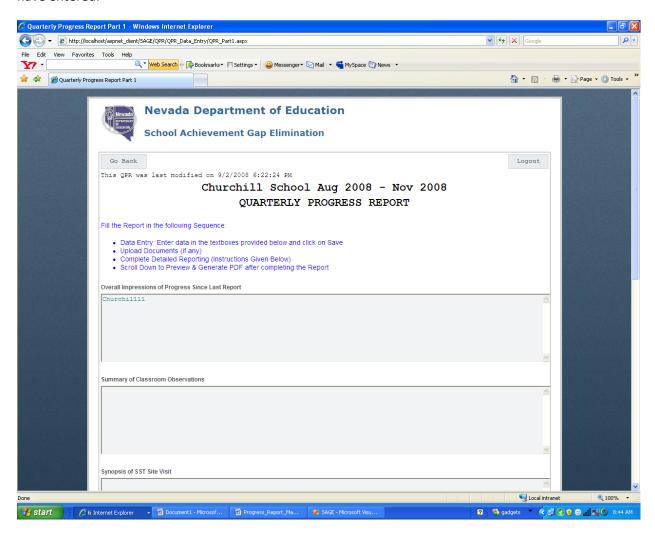


But, if you have already created the report, and you have not yet submitted the report, it is still available for editing. The report in editable form is preceded with "Edit"

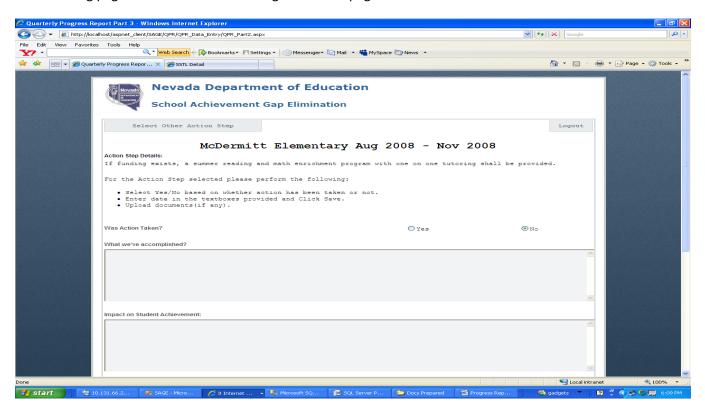
Please click on the report you plan to edit.

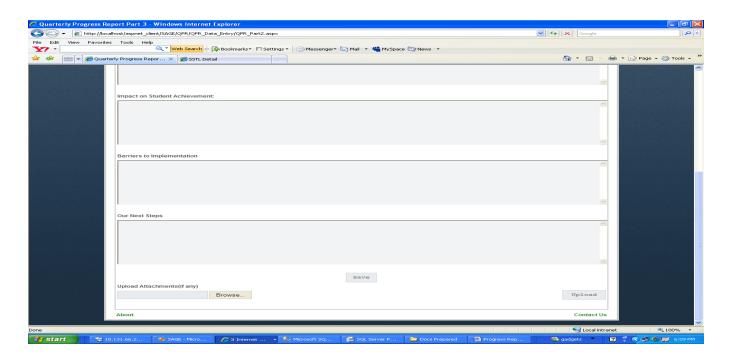


On Clicking the Edit Link, you will be redirected to the following page, which will display the data you have entered.

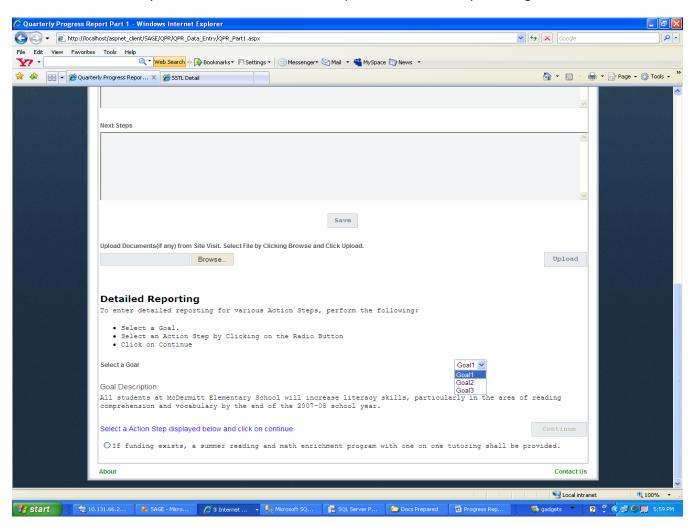


For Detailed Reporting, when you select a Goal, an Action Step and Click Continue, you are redirected to the following page. Follow the instructions given on the page.





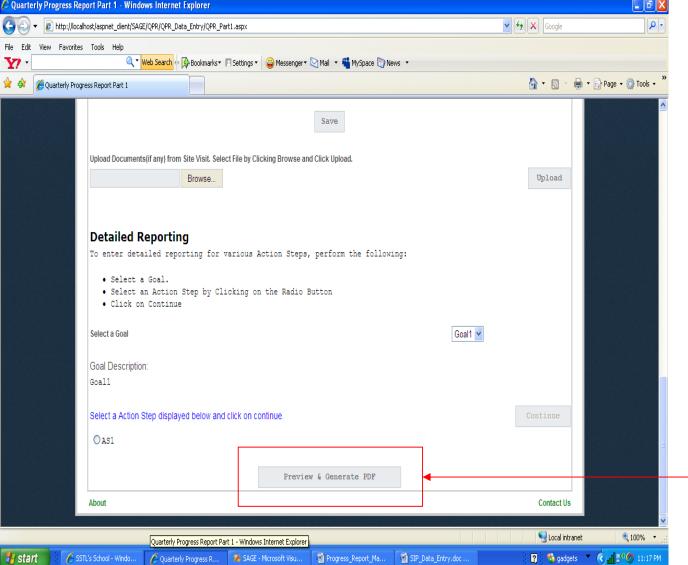
Perform the above, till you have entered detailed description of all action steps for all goals.



To preview the data you have filled for the report, Click on Preview and Generate PDF.

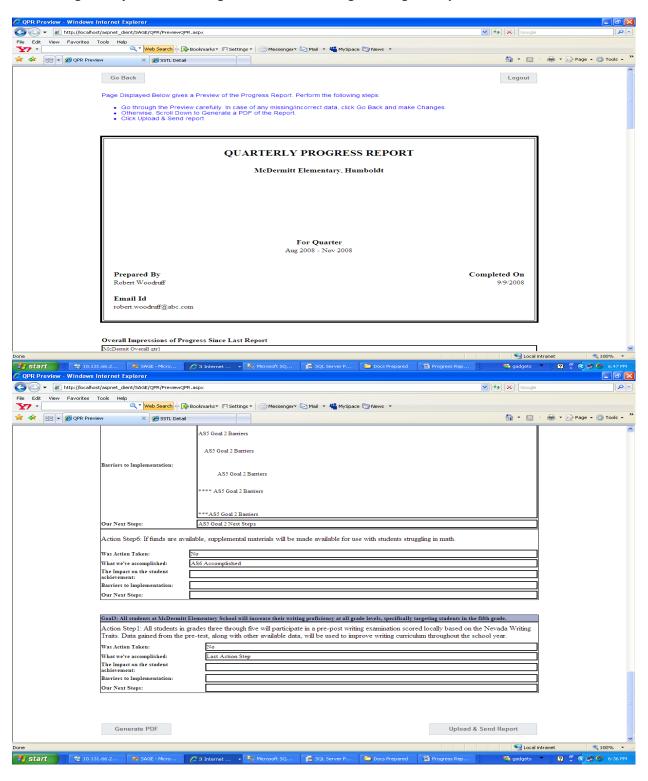
© Quarterly Progress Report Part 1 - Windows Internet Explorer

| Post | Part | Pa



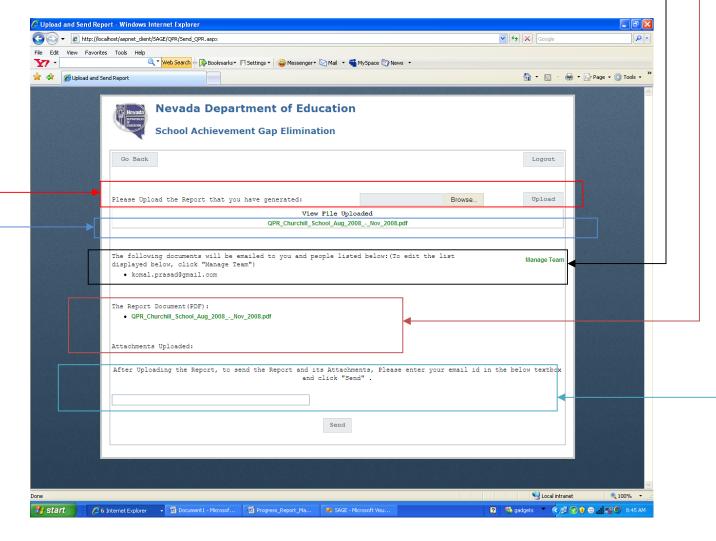
On clicking Preview and Generate PDF, following page appears. Go through the preview carefully, if you have forgotten to enter any data or if you wish to change any data click "Go Back" and add/make data/changes.

You can logout any time and re-login to continue editing/sending the report.

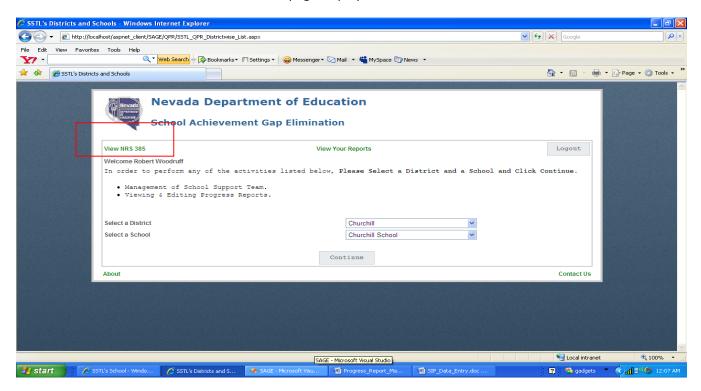


After Generating a PDF of the report, Please save the report on your Computer. Click on "Upload and Send Report", you will be redirected to the following page:

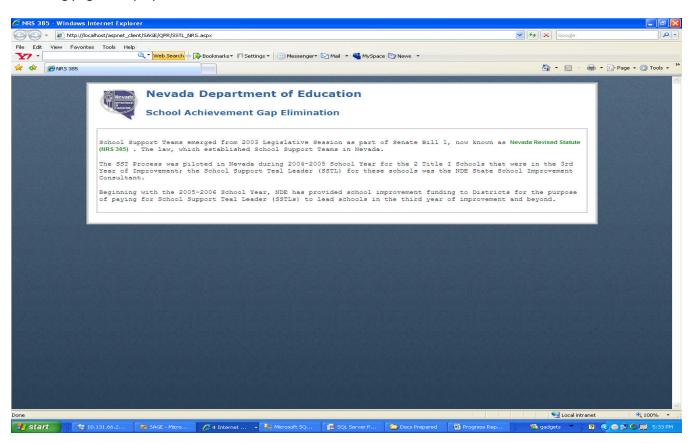
- To Upload the PDF generated, Click on Browse, Select the file where you have saved the PDF, Click on Upload.
- PDF Uploaded can be viewed by clicking on the link displayed below Browse. **NOTE:** If a wrong file has been uploaded Please re-select the file by Clicking Browse and Click Upload.
- SST Members (if added) will be displayed here.
- To Edit/Manage SST Click Manage Team.
- Links for the Uploaded PDF and Attachments (if any) are displayed here.
- Lastly, enter your email id in the textbox provided and Click on Send for Final Submission of the report. NOTE: Report once sent cannot be edited.



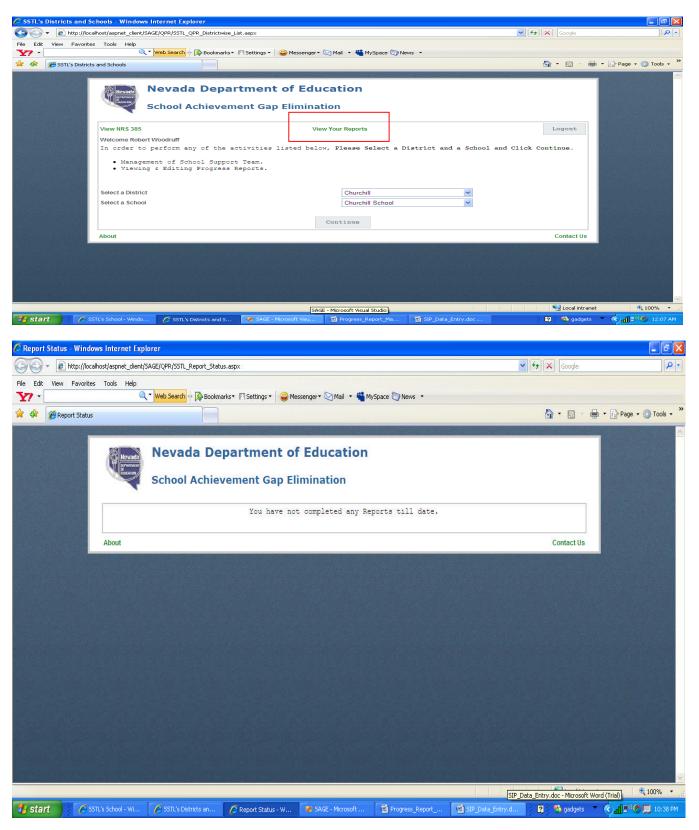
To view NRS 385, Click "View NRS 385" in the page displayed below:



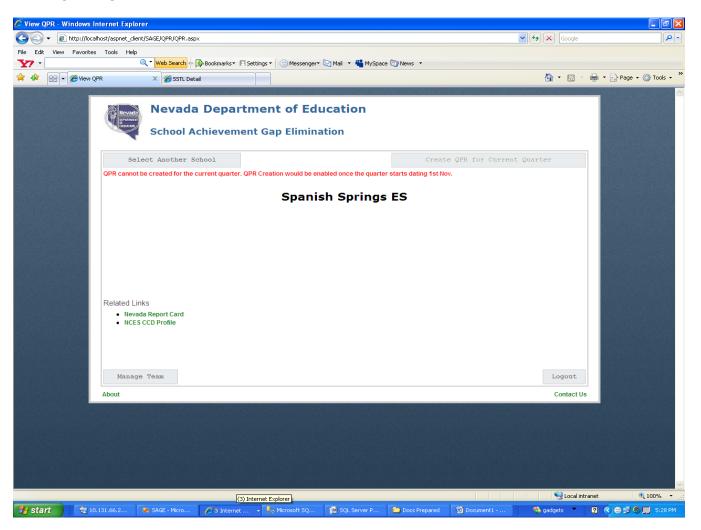
Following page is displayed:



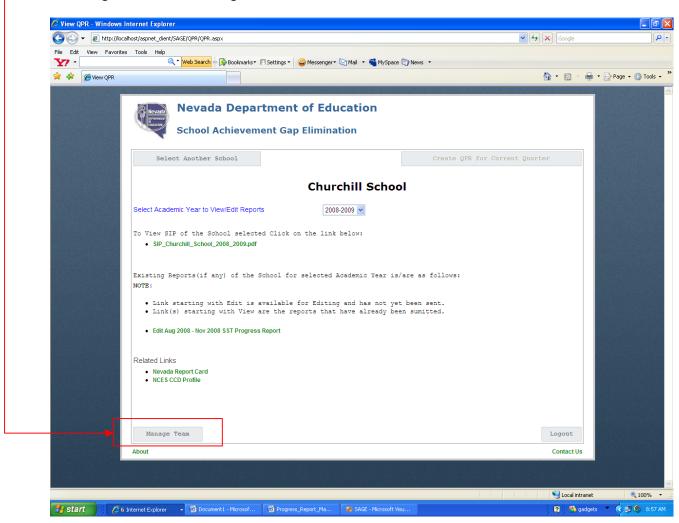
To View Status of reports you are handling, Click on "View Your Reports"



**NOTE:** If you login into the application before the quarter starts(1<sup>st</sup> Nov), you will be provided with the following message.



## -To manage SST, Click on Manage Team:



Following page appears.

